

**OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY  
BOARD OF DIRECTORS REGULAR MEETING**

Minutes  
June 28, 2018

The Board of Directors met at the MAPA offices, 2222 Cuming Street, Omaha. Vice Chair Hanafan called the meeting to order at 1:33 p.m.

**A. ROLL CALL/INTRODUCTIONS**

Members/Officers Present

Troy Anderson (rep. Mayor Jean Stothert)	Deputy Chief of Staff, City of Omaha
Patrick Bloomingdale rep. Clare Duda	Chief Administrative Officer, Douglas County
Tom Hanafan (Vice-Chair)	Pottawattamie County Board of Supervisors
Doug Kindig	NE Small Cities/Counties Representative (Mayor, City of La Vista)
Gary Mixan	Sarpy County Commissioner
Vinny Palermo	Omaha City Council
Carol Vinton	IA Small Cities/Counties Representative (Mills County Board of Supervisors)

Members/Officers Absent

Rita Sanders (Chair)	Mayor, City of Bellevue/Chair
Matt Walsh	Mayor, City of Council Bluffs

MAPA Staff

Christina Brownell	Sue Cutsforth	Melissa Engel	Don Gross
Mike Helgerson	Matt Roth	Andrew Schnitker	Emily Sneller

**B. APPROVAL OF THE AGENDA – (Action)**

MOTION by Kindig, SECOND by Vinton to approve the agenda for the June 28, 2018 meeting of the Board of Directors.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

**C. APPROVAL OF THE MINUTES of the May 31, 2018 meeting – (Action)**

MOTION by Kindig, SECOND by Vinton to approve the minutes of the May 31, 2018 meeting of the Board of Directors.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

**D. APPROVAL OF FINANCE COMMITTEE MINUTES AND REPORT – (Action)**

Mr. Bloomindale reported that the Finance Committee met on June 20, 2018 and approved bills for May, reviewed April financial statements and approved contract payments. Items were forwarded to the Board of Directors for approval.

MOTION by Vinton, SECOND by Mixan to approve the minutes of the June 20, 2018 Finance Committee meeting.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

Approved by \_\_\_\_\_  
Patrick Bloomingdale, Secretary/Treasurer

E. AGENCY REPORTS & PRESENTATIONS – (Info)

1. Agency Reports –

- a. Executive Director's Report – Ms. Melissa Engel, Director of Finance and Operations (on behalf of Greg Youell)  
Ms. Engel provided an update to the Board on MAPA activities for the month of May. Ms. Engel recognized Matt Roth for 5 years of service at MAPA, introduced MAPA's new PR/Communications Intern, Andrew Schnitker and provided updates on the following: Heartland 2050 Grants, Office Remodel, NARC Conference to Orlando, and the passing of former H2050 Consultant, John Fregonese.
- b. Transportation Staff Report – Mr. Mike Helgerson, Transportation Manager  
Mr. Helgerson provided an update on transportation activities to the Board including MAPA's upcoming Certification Review, the City of Blair BUILD grant application for the Blair Bypass project, NIROC update, and Ralston's Complete Streets resolution.
- c. Community Development Staff Report – Mr. Don Gross, Community and Economic Development Manager  
Mr. Gross provided an update on Community Development activities to the Board including JLUS, workforce housing contracts, CDBG projects, 5-2-1-0 project in Malvern, REAP trail applications, and CITIES projects.

F. PUBLIC COMMENT –

None.

G. CONSENT AGENDA – (Action)

The Board considered Consent Agenda items listed below for approval.

1. Final Contract Payments –

- a. Pictometry (FY 2016 – 2018) – \$462,232.00
- b. Smart Growth America – \$12,500.00

2. Contract Amendments –

- a. Mini-Grants
  - i. City of Omaha – 13<sup>th</sup> Street Walkability Study – Extended to 12-31-18
  - ii. Metro – Transit Development Plan – Extended to 12-31-18

3. FY 2019 Legal Counsel –

The Board considered for approval the request to ratify the Chairperson's appointment of Paul Kratz as Legal Counsel for the FY 2019.

MOTION by Bloomingdale, SECOND by Mixan to approve all items listed on the Consent Agenda.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

H. OLD BUSINESS

1. Final Contract Payment – Encompas – \$32,922.26 – (Action)

Ms. Engel presented to the Board for approval the final contract payment to Encompas for \$32,922.26. Ms. Engel stated she has decided to hold back 10% of the total contract until they clear up some outstanding issues.

2. FY 2018 Transportation Improvement Program (TIP) Amendment #8 – (Action)

Mr. Helgerson presented to the Board for approval the FY 2018 TIP Amendment #8. This amendment includes changes to the following projects: East Beltway: Stevens Road – East Segment; East Beltway: Eastern Hills Drive – Segment D – Culverts; Notre Dame Housing FY 2018 5310 Vehicle Purchase; FY 2018 MAPA TIP Document updates to Chapter 2 and Table 5.4.

3. Final FY 2019 – 2024 Transportation Improvement Program (TIP) – (Action)

Mr. Helgeson presented to the Board for approval the Final FY 2019 – 2024 TIP. This document will go into effect on October 1, 2018.

MOTION by Vinton, SECOND by Bloomingdale to approve the Old Business Items H.1, H.2 and H.3 listed above.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

I. NEW BUSINESS

1. New Contracts – (Action)

Mr. Helgeson presented to the Board for approval the new contracts listed below.

- a. Pottawattamie County GIS - \$30,000 federal, \$12,857 match, \$1,500 admin
- b. Metro (Planning) - \$60,000 federal, \$25,714 match, \$3,000 admin
- c. Bellevue Bridge Study – (Action)
  - i. Program Agreement between MAPA and NDOT
  - ii. Preliminary Engineering Agreement between MAPA and FHU

MOTION by Kindig, SECOND by Vinton to approve the new contracts listed above.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. Salary Adjustment – (Action)

Ms. Engel presented to the Board for approval the recommendation from the Finance Committee for a 3% salary adjustment to be provided to all employees effective July 1, 2018. In addition, a 1% merit pool was requested for FY 2019. Ms. Engel stated that the average inflation rate over the past year has been about 2.3% and 2.8% in May. The total cost for the overall 4% increase in salaries is about \$55,000 in both salaries and fringe benefits to the agency.

MOTION by Bloomingdale, SECOND by Vinton to approve the salary adjustment of 3% to all employees effective July 1, 2018 and a 1% merit pool for FY 2019.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

3. Administrative Procedures Amendment – (Action)

Mr. Gross presented to the Board for approval the Administrative Procedures amendment to include a cash disbursement policy on MAPA Foundation Loan Programs.

MOTION by Vinton, SECOND by Mixan to approve the Administrative Procedures Amendment.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

4. FY 2019 MAPA Committees – (Action)

Ms. Engel presented to the Board for approval the FY 2019 MAPA Committees.

MOTION by Kindig, SECOND by Bloomingdale to approve the FY 2019 MAPA Committees.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

5. Appointment of the FY 2019 Secretary / Treasurer – (ACTION)

Ms. Engel presented to the Board for approval the request to ratify the Chairperson's appointment of Patrick Bloomingdale as Secretary/Treasurer for FY 2019.

MOTION by Vinton, SECOND by Mixan to approve the appointment of Patrick Bloomingdale as FY 2019 Secretary / Treasurer.

AYES: Anderson, Bloomingdale, Hanafan, Kindig, Mixan, Palermo, Vinton

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

J. ADDITIONAL BUSINESS

None.

K. DISCUSSION

1. FY 2019 TIP Fee – (Discussion)

Mr. Helgerson presented to the Board the TIP fees that will be invoiced contingent upon an amendment to the Interlocal Agreement.

L. ADJOURNMENT

MOTION by Vinton to Adjourn. Vice Chair Hanafan adjourned the meeting at 2:14 p.m.